# Creating Text-Based PDF Documents using
Microsoft Word or WordPerfect and Adobe Acrobat

All documents in electronic form (created in your office or provided to you by another party electronically) should be converted to a text-based PDF file before they are filed in the court's ECF system. By avoiding scanning, the following benefits are achieved:

- Text-based files are considerably smaller than scan-based files (by more than 90%).
- Text-based files are text searchable for all users.
- Text-based files allow you to use Cut/Copy/Paste functions with text.

➢ To begin, create the document as you normally would
➢ When finished, select your printer icon as though you are about to print the document.
➢ Select Adobe PDF from the list of printers available to you (as shown below) and select <u>Print</u>
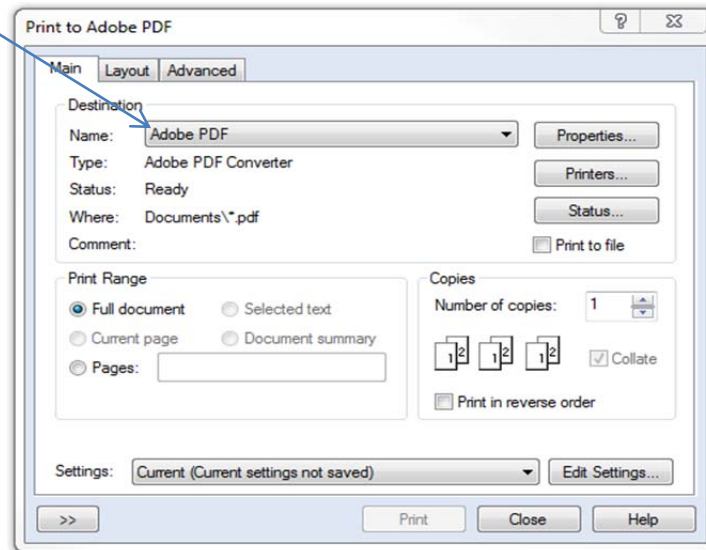
➢ A "Save PDF File AS" dialog box appears. Navigate to the folder where you'd like to store this document, then name the document and select <u>Save</u> (it will save with a .pdf extension).
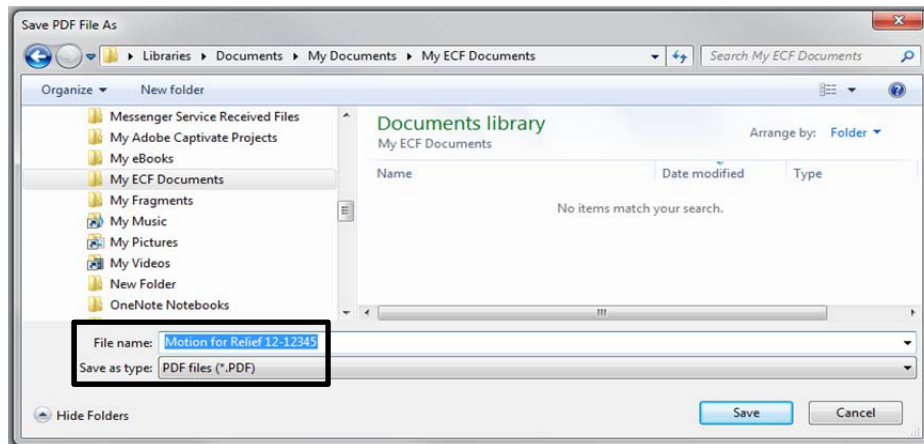
➢ The document will open in Adobe Acrobat. Review to ensure that the formatting is okay.
➢ You now have two versions of the same document: the word processed version in Word or WordPerfect, etc., and the PDF version you just created.

NOTE: If you don't possess the full Adobe Acrobat software for creating PDF documents, there are other options. For more information, visit the court's ECF FAQ page:
http://www.wawb.uscourts.gov/view.htm?f=22&id=5#11